



# JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 06-391  
**Position Title:** **Planning & Development Specialist**  
**Series and Grade:** PG-0301-7/9/11/12  
**Salary Range:** \$36,671 - \$84,559 PA  
**Promotion Potential:** PG-12  
**Opening Date:** 04/10/06  
**Closing Date:** 05/08/06  
**Location of Position:** Information Dissemination/Superintendent of Documents  
Library Services and Content Management  
Library Planning and Development  
Planning and Development Content Management, Washington, DC  
**Number of Openings:** Two (2)  
**Type of Appointment:** Permanent (Career or Career-Conditional)  
**Work Schedule:** Full-time (Shift 1)  
**Who May Apply:** All U.S. Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent of this position works collectively with others responsible for the planning, development and coordination of new initiatives for electronic and web collections in support of the Library Services and Content Management mission and initiatives. Specifically, the incumbent independently carries out substantial or major parts of highly complex projects under the leadership of a senior Specialist. Conducts analysis necessary to conceptualize, evaluate, plan, design, and implement new GPO programs and projects. Collaborates with key officials and other representatives to assess cost and human resources implications; identify technological requirements; coordinate implementation/execution; and to evaluate effectiveness. The incumbent participates in the development of strategic and operational planning by analyzing proposed changes in operations, and assessing the impact on program requirements. Develops information for, and prepares special or recurring reports and studies relative to specific areas of responsibility. Keeps abreast of trends and changes affecting key program areas; advises other GPO managers of potential future challenges and legal requirements affecting the operations; and participates in meetings to promote acceptance of programs and management initiatives. Progressively as the incumbent acquires increasingly complex responsibilities in the rapidly changing field of information dissemination, he/she acts as a spokesperson and advocate to foster a Government-wide awareness of the information product development and dissemination services that GPO can offer. This entails speaking before groups and attending meetings with Congressional staff members, publishing agency personnel of all levels, and various groups comprised of users of GPO products and services. The incumbent facilitates the availability of new information products and maintains a thorough and current awareness of

**Continued on Next Page**

GPO production, procurement and dissemination capabilities; as well as new and evolving electronic information technologies that may be utilized to serve publishing agency and GPO program needs. Performs other related duties as assigned.

Incumbents at the PG-07 and PG-09 grade levels perform the duties described above as an advanced trainee serving in a developmental capacity under closer supervision and guidance where work is more closely reviewed to assure compatibility with organizational goals and effectiveness in meeting objectives.

### **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized Experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Specialized experience is described as project/program management; developing, analyzing, planning, and evaluating new information dissemination initiatives and programs concentrated in electronic and web collections. Applicants may substitute education as described below; or combine education with specialized experience to meet minimum qualification requirements for the grade levels indicated below.

**PG-07:** Applicants must have completed a 4-year course of study leading to a bachelor's degree in addition to completion of 1 full year of graduate level education; **OR** have acquired Superior Academic Achievement (S.A.A.) which recognizes students who have achieved superior academic standing in a curriculum that is qualifying for this line of work which is evidenced by:

1. *Class standing*--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (G.P.A.)*--Applicants must have a grade-point average of 3.0 or higher out of a possible 4.0 scale.
3. *Election to membership in a national scholastic honor society*--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed in the *Association of College Honor Societies: Booklet of Information* (1992-95) and/or *Baird's Manual of American College Fraternities* (1991).

**PG-09:** In addition to completion of a 4-year course of study leading to a bachelor's degree; applicants must possess a master's or equivalent graduate degree **OR** have completed 2 full years of progressively higher level graduate education leading to such a degree.

**PG-11:** In addition to the requirements cited above; applicants must possess a Ph.D or equivalent doctoral degree **OR** have completed 3 full years of progressively higher level graduate education leading to such a degree.

**PG-12:** Applicants must possess 52 weeks of specialized experience equivalent to the PG-11 grade level.

All qualification must be met by the closing date of this announcement.

### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**

responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of information dissemination technology, concepts, and principles.
2. Ability to apply fact-finding and analytical techniques and methods used to gather, evaluate information, and develop solutions or to draw logical conclusions.
3. Knowledge of regulatory and legal requirements for Information Dissemination programs.
4. Ability to communicate effectively both orally and in writing with individuals and groups with diverse interests to accomplish program goals and objectives.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees (including GPO employees):** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. Time in grade requirements must be met by the closing date of this announcement under merit promotion procedures.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. Veterans who is 1) preference eligible or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Valerie J. Tripp  
Information Dissemination  
Human Capital Team  
Phone: (202) 512-1178  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**